

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF CENTRE  
COMMONWEALTH OF PENNSYLVANIA

**RESOLUTION 15 OF 2018**

A RESOLUTION AUTHORIZING THE CHIEF ELECTED OFFICIAL OR THEIR APPOINTED DESIGNEE OF THE COUNTY OF CENTRE TO SIGN A GRANT WITH THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION, PROGRAM SERVICES DIVISION, BUREAU OF MAINTENANCE AND OPERATIONS, TO FUND THE DISTRICT 2-0 COMMUNITY TRAFFIC SAFETY PROJECT.

**WHEREAS**, COUNTY OF CENTRE will apply to the Pennsylvania Department of Transportation, Program Services Division, Bureau Community Traffic Safety Project, COUNTY OF CENTRE will then execute a contract with Pennsylvania Department of Transportation to carry out all project activity;

**WHEREAS**, the HIGHWAY SAFETY NETWORK, INC. is a Non-Profit Corporation organized and existing under laws of the Commonwealth of Pennsylvania;

**WHEREAS**, the HIGHWAY SAFETY NETWORK, INC. must be accountable to COUNTY OF CENTRE for expenditure of all public funds as defined herein;

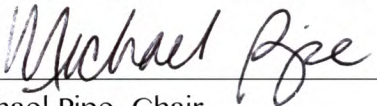
**WHEREAS**, HIGHWAY SAFETY NETWORK, INC. has agreed to prepare all necessary paperwork for the above referenced grant and will undertake that program with the COUNTY OF CENTRE and shall be responsible for applying for the funds to operate this program;

**WHEREAS**, this agreement will be effective October 1, 2018 to September 30, 2020. It may be extended upon sole discretion of COUNTY OF CENTRE if grant extensions are necessary and approved by the Pennsylvania Department of Transportation;

**NOW THEREFORE, BE IT RESOLVED**, by the Centre County Board of Commissioners that effective as of September 6, 2018, the Chief Elected Official or their appointed designee is designated to sign the attached grant.

**ENACTED** by the Board of Commissioners of Centre County, Pennsylvania, this 6th day of September 2018.

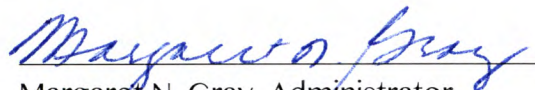
**CENTRE COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Michael Pipe, Chair

  
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Mark Higgins, Commissioner

  
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Steven G. Dershem, Commissioner

**ATTEST:**

  
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Margaret N. Gray, Administrator

**Centre County**

**FFY 19**

**Community Traffic Safety Project Presentation for Highway Safety Grants  
Proposal Submission**

**April 3, 2018**

*Mark A. Alonge, CEO/Grants Coordinator*

*Bob Schaeffer, Executive Director*

*Dave Toohey, CTSP Coordinator*

# **Presentation Agenda**

- 1. HSN overview**
- 2. Overview of District 2 Community Traffic Safety Project**
- 3. Contract between Sponsoring County and HSN**
- 4. Online Submission process: Resolution must be signed and sealed**
- 5. Request for Submission of Proposal**
- 6. Contract Procurement Process**
- 7. Questions**



# Highway Safety Network Overview

The Highway Safety Network (HSN) is a 501 (c) (3) non-profit corporation dedicated to injury prevention and reduction in the number of traffic related crashes, injuries and deaths. It is truly a unique organization that bridges the gap between public funding and community service. The Highway Safety Network was incorporated in 1997 but has 33 years of experience working with Federal, State and Community organizations. Through this partnership it has been possible to secure funding for needed projects and to effectively reach communities, groups and agencies that have the best opportunities to reduce and fulfill the Organizations mission.

## ***Vision Statement:***

To be a leader in promoting traffic safety in an efficient and effective manner so to reduce the frequency and severity of vehicle related crashes, injuries and deaths through education, law enforcement, public awareness and other appropriate means.

## ***Operating Philosophy:***

We have a deep concern for the welfare of the traveling public, and believe our main purpose is to save lives through creative, innovative, and effective highway safety measures. We are committed in our role as a catalyst for the development and implementation of innovative ideas and programs, while encouraging the adaptation of successful strategies to ensure safe travel.

We see the Highway Safety Network as a leader and facilitator in coordinated traffic related programming through collaborative partnerships to empower individuals, groups, and communities to address critical traffic safety issues. Our role is to identify existing and emerging traffic safety trends and to find reasonable and effective solutions that save lives and prevent injuries.

As professionals, we are committed to teamwork, integrity and maintaining a positive office environment. There is an understanding that what each person contributes is important to the overall functioning of the organization. In our partnerships, we will always strive to: maintain an integrated problem-solving process that is fundamental to all decision making, to be a leader in cultivating and supporting traffic safety initiatives at a national, state and local level, and to have a work environment that fosters enthusiasm, creativity, integrity, and commitment and to foster leadership, innovation, facilitation, and program support in partnership with other public and private organizations.

The Network has consistently demonstrated its effectiveness in the administration and implementation of over 185 individual Highway Safety Grants and contracts in individual communities, multi-county areas or statewide projects. Currently, the HSN has 8 Pennsylvania highway safety grants funded through the Pennsylvania Department of Transportation and 4 federal highway safety subcontracts and several corporate grants. Twenty-four (24) full-time professional and administrative staff positions are funded to service these projects. These projects include: Buckle Up PA, Pennsylvania Aggressive Driving Enforcement and Education Project, North Central Regional DUI Enforcement Project, Pennsylvania Traffic Safety Network, and Pennsylvania Crash Record Law Enforcement Liaison Project. All HSN activities are federally funded and State sponsored so no user, association or membership fees are charged.

The Highway Safety Network was created by individuals with the sole mission to develop, plan, and implement activities to reduce the number of crashes, reduce injuries, and save lives. Through hard work and dedication, the Highway Safety Network has established itself as a leader in highway safety. It is proud of its life saving accomplishments and looks forward to the new and rewarding future opportunities.



## ***Grant Overview:***

1. PennDOT has changed the guidelines for submission of all Community Traffic Safety Grant Projects for the FFY 19 and FFY 20 grant year. (10/1/2018 to 9/30/2020)
2. The Highway Safety Grant Project is federally funded using Section 402 appropriations; they are administrated through PennDOT, Bureau of Maintenance and Operations.
3. Up until FFY 18, these CTSPs needed a political subdivision to sponsor their application, County, City, Borough or Twp. **For FFY 19, a county is required to sponsor the grant.**
4. These grant proposals are competitive and will be reviewed by PennDOT for final approval.
5. Brief Program Description: The purpose of these grant funds is to adopt and administer community traffic safety projects in areas that have been identified as encompassing a major highway safety problem which is of national concern, and for which effective countermeasures have been identified. These areas currently include occupant protection, aggressive driving, pedestrian, bicycle, motorcycle safety, young driver, mature driver, and heavy trucks. Crash data is used to identify and allocate time and resources.
6. Grants are funded on the federal fiscal year cycle (October 1<sup>st</sup> to September 30<sup>th</sup>).
7. These are reimbursement based grants.
8. This is a regional grant. It includes all 9 counties in PennDOT District 2. Sponsoring these grants will provide many new opportunities including: Direct access to all enforcement grants, opportunity to participate in pilot or demonstration projects, scheduling (when possible) of all training in your community, more access to new highway safety grants, connecting our purchasing to community businesses, and single point of contact for any highway safety resources.
9. We will prepare an agreement between the Sponsoring County and the Highway Safety Network that details our responsibilities, duties and liabilities. Your Solicitor will have an opportunity to review the final document. If awarded, the county is required to offer this service contract based on the county's contract/agreement protocol.
10. My office will write, submit and process all grant proposals, application and reports.
11. We will assume all upfront financial costs. Employees, benefits, insurances, equipment, training and all other direct or indirect costs. Creating a true pass through grant on your part. If the Sponsoring County incurs any cost, there is a budget item in the grant for direct reimbursement.
12. The HSN will assume all liability for activities.
13. We will complete all required year end and single line audits.
14. We will prepare at least monthly, reimbursements to be sent to PennDOT.
15. The Current grant budget for FFY 18 is \$127,612.19, and we project that FFY 19 will be \$81,208.60 with FFY 20 being 84,132.11. ***\*Budget subject to increase if annual conference hosting is requested\****

# PennDOT Grant Conditions of Agreement Summary

**PROGRAM NAME:** Community Traffic Safety Project (CTSP) Grant Programs

**Brief Program Description:** The purpose of these grant funds is to adopt and administer Community Traffic Safety Programs in areas that have been identified as encompassing a major highway safety problem of national concern and for which effective countermeasures have been identified. These areas currently include occupant protection, impaired driving, aggressive driving, distracted driving, pedestrian, bicycle, motorcycle safety, young driver, mature driver, and heavy trucks. Grants are funded on the federal fiscal year cycle (October 1<sup>st</sup> to September 30<sup>th</sup>). These are cost reimbursement-based grants.

The grants are competitive and are based upon selection as determined by objective scoring criteria applied equally to all applicants.

**Statement on Grant Year Application:** (Requirement to be Revised FFY 19) Generally, each year's grant application should be considered a unique opportunity that will be evaluated by PennDOT against the application requirements for that grant year. Prior years' grant requirements will not be considered, either implicitly or explicitly.

**Eligibility Requirements:** Eligible applicants include Local governments\*, Pennsylvania State-related universities and Pennsylvania State System of Higher Education universities.

\*Local government means a county, municipality, city, town, township, local public authority (including any public and Indian housing agency under the United States Housing Act of 1937), council of governments (whether or not incorporated as a nonprofit corporation under state law), any other regional or interstate government entity, or any agency or instrumentality of a local government.

## **Proposed Service Coverage Area:**

- In the case that an applicant's proposed service coverage area exceeds the applicant's political boundaries, applicants must include letters of support from the local governments that are included in the proposed service coverage area.
- An applicant's activities cannot exceed the PennDOT Engineering District which contains the sponsoring political subdivision. A map of the Districts can be located at <http://www.dot.state.pa.us/>. Select 'REGIONAL OFFICES' on the toolbar at the top of the page to access the map.

## **Applicable Federal/State Laws/Regulations:**

- 23 U.S.C. Chapter 4
- 49 CFR part 18
- 2 CFR part 200 (formerly 2 CFR part 225/OMB Circular A-87)
- OMB Circular A-102
- OMB Circular A-133
- Federal Nondiscrimination and Equal Employment Opportunity Clauses
- Nondiscrimination/Sexual Harassment Clause [Grants]
- Contractor Integrity Provisions



- Grantee Certifications and Assurances
- Right to Know Law
- Other applicable Federal and State conditions as identified

### **Grant Proposal Requirements – Problem Identification and Data Analysis:**

- Address critical safety needs by analysis of crash data as the principal basis for programs. Data analysis and problem identification is the foundation for the project and will determine the structure and accuracy of the goals, activities, measures, and evaluation efforts for the duration of the project. Analysis might include multiple years of crash injury and fatality data; license, registration and conviction data; as well as demographic, geographic and other data from various sources. Data should be graphically represented to identify safety problems and support the subsequent development of goals and activities. This section must clearly identify and define problems and relate this data to broad program area goals and populations to be targeted.
- Tie broad program area goals to the specific countermeasures proposed in the application. Clearly articulate how and why specific tasks and countermeasures were selected for funding and implementation.

### **Grant Proposal Requirements - Activity Requirements**

- **Overall.** Utilize proven safety countermeasures as the principal tools to address safety problems. The chief guide for determining proven countermeasures is the National Highway Traffic Safety Administration's (NHTSA) Countermeasures that Work, "DOT HS 811 444, an annual publication that list dozens of area-specific countermeasures for behavioral safety problems. It is available on the NHTSA website as well as in hard copy.
  - All proposed activities must include an estimate of hours required to complete each and a sum of the total hours required. In addition, activities and hours proposed should be assigned to a specific salaried or waged position.
    - Example – Activity Name: High School Outreach
    - Projected Number: 10
    - Description/Measurement:
      - Detailed description of proposed programs
      - One program = 3 hours to plan and complete. 3 hours x 10 programs = 30 hours total.
  - Proposed activities must be entered within dotGrants (in the 'Names' field on the Activity Page) using only the following Standardized Names:
    - Coalition Development
    - Community Outreach
    - Enforcement Outreach
    - Judicial Outreach
    - Elementary School Outreach
    - Middle School Outreach
    - High School Outreach



- Post-Secondary Outreach
  - Car Seat Check Events
  - Coordinate/Conduct Training
  - Programming/Curriculum Development
  - Distribution of Materials
  - Earned Media
  - Social Media
  - Attend Training / Conference
  - Admin (Planning Meetings)
  - Admin (Grant Reporting / Fiscal)
  - Data / Research
  - Unplanned Service Contracts
- **Participate in National events, including crackdowns/enforcement mobilizations and safety months/weeks.** Participate in all events, crackdowns, and related activities according to established NHTSA and PennDOT highway safety calendars. Use materials provided by PennDOT (ex. Statewide Communications Plan and [www.penndot.gov/safety](http://www.penndot.gov/safety)) and from NHTSA's online communications resource for States, partner organizations, and highway safety professionals, [www.trafficsafetymarketing.gov](http://www.trafficsafetymarketing.gov)
  - **Coordinate and promote High Visibility Enforcement efforts.** Emphasize High Visibility Enforcement as the chief countermeasure tool. Educational programs, media, and similar efforts will complement high visibility enforcement.
    - Reach out to local organizations, businesses, schools, etc. with campaign information.
  - **Partner with PennDOT District Safety Press Officers (SPOs) to coordinate press events, releases, and generate earned media** to complement high visibility enforcement and other planned programs.
    - Facilitate event announcements: pre-event announcements, and post-event reports to the public.
    - Produce posters, flyers, or brochures to reinforce the event.
    - Contact stakeholders for support.
    - Advertise on social media (i.e.: Facebook, Twitter, YouTube, LinkedIn, etc.).

**Coordinate established educational programs for schools as a complement to High Visibility Enforcement:** Survival 101 (middle and high schools), Every 16 Minutes (high schools), Sit Back-It's Elementary (elementary schools). For more programs, please visit [PA DUI Association](http://PA DUI Association) to download the Pennsylvania Teen Safe Driving Resource Guide or go to the [Children's Hospital of Philadelphia](http://Children's Hospital of Philadelphia) to access the YouTube link to the Pennsylvania Teen Driver Safety Program Planning & Evaluation Guidebook .

- Promote established programs to all schools in proposed coverage area.
- Contact jurisdictional police and offer assistance to train in educational programs.

- Schedule and coordinate educational program (location, date, time) with jurisdictional police, Regional Law Enforcement Liaison (LEL), and PennDOT District Safety Press Officer (SPO).
  - Observe the first presentation of a recently trained officer, offering assistance if necessary.
  - Assist jurisdictional police and Regional LEL to complete Educational Contact Form.
- **Plan and implement at least one Law Enforcement Seminar/Training per assigned Comprehensive Planning Region during the grant period.** Work with assigned Regional Comprehensive Planning Team to plan the agenda and logistics of the seminar/training. Agenda topics should focus on highway safety and traffic enforcement.
  - **Emphasize peer-to-peer teen programs relating to traffic safety.** Provide resources and support for student groups, student-led programs, and student involvement.
  - Facilitate cooperation between stakeholders such as SADD, Traffic Injury Prevention Project (TIPP) and the Teen Safe Driving Coalition.
  - Promote benefits of Graduated Driver Licensing (GDL), through traffic safety marketing tools/materials.
- **Promote school participation in Operation Safe Stop during National School Bus Safety Week.**
  - Facilitate local earned media efforts during this safety week.
  - Develop a relationship with the local schools and bus drivers in an effort to make sure the trouble spots are addressed.
  - Involve law enforcement by asking them to do one, some, or all of the following: watch trouble routes and issue citations, ride the buses along with the children and provide safety info during the ride, or follow buses or watch the identified stops in a marked police car.
- **Coordinate and promote Child Passenger Safety Week events with the PA Chapter of the American Academy of Pediatrics Traffic Injury Prevention Project (PA TIPP) and PA Safe Kids.**
- Reach out to local organizations, businesses, schools, etc. with campaign information and fitting station locations.
  - Partner with local media to help build awareness of the importance of Car Seats and their proper installation.
  - Work cooperatively with non-profits/social programs to focus getting the word out to those that could most benefit from Child Passenger Safety Tech consultation.
- **Develop strong working relationships (and form Task Forces and Safety Councils, as necessary) with local partners/stakeholders** toward defined objectives including, but not limited to, those listed below:
  - Form at least one task force made up of local stakeholders. Conduct 2-4 meetings of the task force during the grant period.
  - Foster coalitions, networks, task forces, and/or local partnerships to implement programs whenever possible.



- Provide support and resources for invested groups and organizations to conduct educational
- programs for various audiences such as schools, businesses, community groups, health agencies, police agencies and other identified groups.
- Partner with police departments to conduct collaborative education/enforcement initiatives – particularly those related to the seat belt, impaired driving, speeding, aggressive driving, and texting laws.
- Promote Child Passenger Safety Technician Certification courses to invested groups and organizations.
- **Educate and promote the Pennsylvania Yellow Dot and Emergency Contact Information programs** to municipal police departments, emergency medical services stations, and the general public.
- **Be knowledgeable of the PA Vehicle Code – Title 75 - so you can address inquiries from the public concerning these laws.**
- **OPTIONAL:** Coordinate or participate in regional and statewide Teen Safe Driving Competitions (in conjunction with the Pennsylvania Motor Truck Association).
- **OPTIONAL:** Indicate willingness to manage a budget and help in coordinating a workshop to train and provide updates to the statewide network of highway safety grant recipients.
- **Additional activities are allowable if need is proven through Problem Identification and Data Analysis, utilize the standardized Activity Names identified earlier in the document and in Attachment 1, and correspond with proven countermeasures.**

#### **Administrative Requirements:**

- Activities included in Grant Proposal should be listed **only once**, even if it is perceived that one activity may span multiple goals or safety focus areas.
- Participate in bi-monthly Planning Meetings in assigned Regional Comprehensive Planning Region.
- Attend Fall Grant Coordinators Administrative Meeting (mandatory attendance for all meeting days).
- Attend Annual Spring Traffic Safety Grantees Workshop (attendance is highly encouraged for all workshop days).
- Participate in training programs as recommended, including but not limited to: PA DUI Association Annual Meeting, PA SADD Conference, NHTSA Region 2 Child Passenger Safety Conference, Lifesavers, International Association of Chiefs of Police (IACP), Association of Transportation Safety Information Professionals (ATSIP), and NHTSA/Transportation Safety Institute (TSI).
- Coordinate distribution of crash data to police departments as necessary.
- Provide Quarterly Progress Reports and End-of-the-Year Summary Evaluation Reports.



### **Minimum Qualifications for Application:**

- Deliver services promptly.
- Manage public funds efficiently and ethically.
- Collaborate with other community, governmental and private organizations.
- Develop data-driven problem-solving plans.
- Develop measurable goals based on multi-year data.
- Adequately evaluate the success of a project.
- Have an approved Electronic Access Licensing Agreement (EALA) to access the dotGrants online grant management system.
- In the case that the application writer is not directly employed by the submitting agency with the approved EALA, a dotGrants Access Delegation Form must be completed.
- Have a Certification of Responsibility Determination (Commonwealth Contractor Responsibility Program DOT Certification).
- Have an approved Lobbying Certification Form (if applicable).
- Have a Resolution adopted by an applicable governing body during a public meeting.
- Have an established Central Vendor Management Unit (CVMU) number and SAP Partner number (if applicable).
- Upon grant award, use e-mail, telephone, and other technology to stay in periodic contact with assigned PennDOT Program Manager and assigned Regional Comprehensive Planning Team and to answer inquiries and requests from the general public.
- Utilization of PennDOT's grant management system, dotGrants (<https://www.dotgrants.state.pa.us/>), is required by all successful non-state government applicants, for all grant administrative interactions.

**Term of Grant:** Federal Fiscal Year (October 1 – September 30)<sup>1</sup>

### **Funding Available<sup>2</sup>:**

- Funding for this project will be provided under the Catalog of Federal Domestic Assistance number 20.600 (23 U.S.C. §402).
- Program budgets use an allocation formula based on reportable crashes.
- This is a cost-reimbursement grant. The grantee must pay 100% of all costs associated with the grant award. Reimbursement claims are submitted to PennDOT, reviewed for eligibility, and forwarded to the Department's Comptroller's Office for payment. No payments in advance or in anticipation of goods or services will be made by PennDOT.
- Single item purchases in excess of \$5,000, the hiring of personnel, and out-of-state travel will require substantial justification. Costs incurred under any project to be considered eligible for Federal

reimbursement shall be submitted for processing within 30 days after the completion of the grant period.

- Single item purchases over \$500 need PennDOT pre-approval even if they are approved in the initial approved budget.
- Single item purchases between \$500 and \$5,000 will require an Equipment Inventory form that must be submitted for any items with a useful life of more than one year.

### **Matching Funds:**

- Matching funds are the dollars that the applicant agency or organization will devote to the proposed project outside of those funds being requested from PennDOT.
  - 49 CFR §18.24, *Matching of cost sharing*, provides additional information and guidelines describing allowable matching costs and be located at:  
<http://www.nhtsa.gov/nhtsa/whatsup/tea21/GrantMan/HTML/03DOTComRul49CFR18.html#C1>
- **Projects that document matching funds will receive special consideration.**
- Agencies/organizations who document matching funds in their proposals will be required to report on the use of these funds as part of their requests for reimbursement and/or in their quarterly project reports.
- **All proposals must include an explanation of how the sponsoring agency plans to sustain the traffic safety program beyond the life of the grant.**

### **Allowable Costs:**

All costs under this grant must follow the Federal Office of Management guidelines and 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. These can be found at:

<http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200main02.tpl>

Examples of allowable costs include:

- Implementation of strategies to address traffic safety problems
- Public education campaigns
- Equipment and materials
- Training and travel directly related to project goals

### **Indirect Costs:**

- An applicant may include indirect costs in their proposed budget if they provide a letter from a federal cognizant agency in support of the rate of indirect requested or if the Bureau of Maintenance and Operations approves the applicant agency's cost-allocation plan.
- In the absence of an approved indirect rate or cost-allocation plan, no indirect costs will be allowed.



### **Unallowable Costs:**

- All projects must follow appropriate state and federal funding regulations.
- Federal regulations prohibit the use of these funds for office furniture, gifts, entertainment, roadway construction, or roadway maintenance.
- Federal regulations also prohibit supplanting – using these funds to replace routine or existing State and local expenditures or using these funds to conduct activities required by statute.
- Unallowable Costs are not eligible for reimbursement. If it is discovered by the Department that grant funds were spent on unallowable items, the grantee agency will be responsible to reimburse the Department.

### **Salaries and Wages:**

- Compensation for personnel services rendered during the period of performance includes but is not limited to wages, salaries, and fringe benefits.
- If multiple salaried/wage positions are included in the grant proposal, the applicant must clearly define the duties, responsibilities, and activities associated with each proposed funded position.
- The costs of such compensation are allowable to the extent that they satisfy the specific requirements referenced in 2 CFR Part 225.
- Applicants who include salaries and wages in their proposal must adequately justify the requested funds.

### **Subgrants:**

**Grantees shall follow state and federal law and procedures when awarding and administering subgrants of financial assistance to local governments and other vendors. Grantees shall:**

- Ensure that every subgrant includes clauses required by State and Federal statute and executive orders and their implementing regulations
- Ensure that subgrantees are aware of requirements imposed upon them by State and Federal statute and regulation
- Ensure that a provision for compliance with 49 CFR part 18.42 is placed in every cost reimbursement subgrant
- Ensure that procedures are established for routine monitoring and auditing of subgrants in accordance with 2 CFR §200.331(b), a Pre-Award Risk Assessment must be completed before establishing subgrants, evaluating each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the sub award for purposes of determining the appropriate subrecipient monitoring. Review factors should include:
  - The subrecipient's prior experience
  - The results of previous audits
  - Whether the subrecipient has new personnel or new or substantially changed systems



- The extent and results of Federal and State awarding agency monitoring

The sponsoring agency is ultimately responsible for delivery of the activities in the application and finances. Subgrantees should keep the sponsoring agency informed of any changes need to the project deliverables, budget, etc.

A copy of the agreement between the sponsoring agency and the subgrantee must be submitted to PennDOT for review **prior** to the subgrantee incurring any cost.

### **Examples of Expectations/Outcomes/Performance Measures:**

Activities and countermeasures should be selected based on their ability to address the identified traffic safety problems for the proposed area of coverage. The example measurements in this section are provided for guidance in formulating a work plan and timeline for the grant period.

- Coalition Development
  - # of events with non-traditional partners
- Community Outreach
  - # of contacts with your regional planning network
- Enforcement Outreach
  - # of police agencies educated on the Yellow Dot Program
  - # of police agencies contacted with information concerning the following issues and laws:
    - Bicycle and pedestrian
    - Teen Drivers and Graduated Driver Licensing
    - Older Drivers
    - And other safety focus areas
- Judicial Outreach
  - # of judicial outreach programs conducted
  - # of judicial outreach contacts made
- Elementary School Outreach
  - # of Sit Back It's Elementary programs organized
- Middle School Outreach
  - # of Survival 101 programs organized
- High School Outreach
  - # of Survival 101 programs organized
  - # of Every 16 Minutes organized
- Post-Secondary Outreach
  - # of Mix offs conducted
  - # of Safety Simulator demonstrations
- Car Seat Check Events

- # of car seat check events
- Coordinate/Conduct Training
  - # of Law Enforcement Seminars/Trainings conducted
- Programming/Curriculum Development
  - # hours spent updating and printing educational materials
  - # hours spent analyzing completed program surveys
- Distribution of Materials
  - # of hours at vendor table distributing safety materials
- Earned Media
  - # of events that generate earned media
- Social Media
  - # of safety social media posts
- Attend Training/Conference
  - # of professional development conferences attended
  - # of professional development trainings attended
- Admin (Planning Meetings)
  - # planning meetings
- Admin (Grant Reporting/Fiscal)
  - # of hours spent on quarterly reports
  - # of hours spent in dotGrants
- Data/Research
  - # of hours analyzing survey results for program improvement
  - # of hours spent gathering crash data
- Unplanned Service Contacts
  - # of phone calls serviced
  - # of email inquiries serviced

## **Community Traffic Safety Program Overview**

The CTSP is an approach to highway safety that expands resources & partnerships, increases program visibility & establishes community ownership & support for transportation related activities that are designed to reduce crashes injuries & deaths. This CTSP will attempt to reach all individuals within the defined grant area, but target & interact with those high-risk target groups/individuals that pose the greatest threat to increased crashes, injuries & deaths.

The top five Safety Focus Areas (SFAs) have been identified on a District 2 CTSP level. They are aggressive driving, unbelted occupants, impaired driving, older drivers, and motorcycle. Although District 2 has experienced a decrease in fatalities in identified focus areas, there remains those SFAs where additional efforts are still required in those identified SFAs. This proposal will also address individual county traffic safety issues within the District.

The District 2 proposal will include 9 counties in the central and north-central portion of Pennsylvania: Cameron, Centre, Clearfield, Clinton, Elk, Juniata, McKean, Mifflin and Potter Counties.

District 2-0 Community Traffic Safety tasks will be implemented to fulfill the Safety Focus Area action items selected to reach the projected goals.

1. Participate in PennDOT HS Planning Team Meetings
2. Attend training and seminars as directed.
3. Meet and coordinate with all PennDOT grantees and PennDOT Safety Press Officers (SPOs) in Region to assist with mobilizations, waves, safety weeks, and crackdowns
4. Contact, meet and coordinate with community partners to assist with local activities.
5. Coordinate with Law Enforcement Agencies for enforcement, earned media, and educational events.
6. Perform the duties of Region 5 Aggressive Driving Coordinator.
7. Conduct law enforcement trainings.
8. Plan judicial outreach with partners
9. Coordinate and present Elementary, Middle School, High School and Post-Secondary Educational Programs.
10. Contact all older driver groups/organizations to schedule and complete programs and promote Yellow Dot programs.
11. Participate in Operation Safe Stop with local schools.
12. Coordinate, distribute materials and encourage earned media efforts regarding all Safety Focus Areas.
13. Participate in Child Passenger Safety activities and youth occupant protection activities
14. Assist and support county impaired driving programs.